

**All structures must be built to 2004 Florida Building Code**  
**ONE APPLICATION FOR EACH STRUCTURE**

\* Project No. \_\_\_\_\_

\*Accepted By \_\_\_\_\_

1. Applicant's Name \_\_\_\_\_

3. Name of Establishment \_\_\_\_\_

5. Subdivision Name (If Applicable) \_\_\_\_\_

7. Is the Property Located Within the City Limits of Gulf Breeze, Milton, or Jay? Yes ☐ No ☐

8. Is the Property a Corner Lot? Yes ☐ No ☐ 9. Street Address Form? Yes ☐ No ☐

10. Driving Directions \_\_\_\_\_

11. Road Impact Fee – Please check one. Pay in full ☐ Pay in payments ☐

12. Description of Work to be Done \_\_\_\_\_

13. Occupancy Classification (Choose One) ☐Assembly; ☐Business; ☐Mercantile; ☐Storage;

☐ Other (specify) \_\_\_\_\_

14. Structure Type \_\_\_\_\_; Intended Use of Building \_\_\_\_\_

15. Number of Bedrooms \_\_\_\_\_; Number of Bathrooms \_\_\_\_\_;

16. Length \_\_\_\_\_; Width \_\_\_\_\_; Roof Height \_\_\_\_\_; # of Stories \_\_\_\_\_; # of Structures \_\_\_\_\_

17. Number of Units \_\_\_\_\_; Sq. Footage per unit \_\_\_\_\_

18. Building Square Footage \_\_\_\_\_; Cost of Construction per building \$ \_\_\_\_\_

**(\*\*A SEPARATE APPLICATION IS REQUIRED FOR EACH BUILDING\*\*)**

19. Mark **ALL** that are Intended- **Electrical** ☐; **Mechanical** ☐; **Plumbing** ☐; **Gas** ☐; **Utility Site** ☐

20. Notice of Commencement None ☐; Notarized Copy ☐; Recorded Copy ☐

21. Septic Yes ☐ No ☐; Sewer Tap Receipt Yes ☐ No ☐; Water Tap Receipt Yes ☐ No ☐

22. Energy Efficiency Code Forms (Attach Copy) Yes ☐ No ☐

23. Termite Treatment: (a) Check one : Borate ☐ Soil Treat ☐; (b) Letter Attached Yes ☐ No ☐

24. Fire District: Yes ☐ No ☐; Midway ☐; Holley-Navarre ☐; Impact Fee Receipt? Yes ☐ No ☐

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Name of Person Applying for Permit/Submitting Plans: \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Contractor - State Registration Number \_\_\_\_\_ Fax No. \_\_\_\_\_

If Contractor, Provide Company Name:

Email address:

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE  
OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE  
FOR IMPROVEMENTS TO YOUR PROPERTY.  
IF YOU INTEND TO OBTAIN FINANCE, CONSULT WITH YOUR  
LENDER OR AN ATTORNEY BEFORE RECORDING YOUR  
NOTICE OF COMMENCEMENT.

SANTA ROSA COUNTY BUILDING INSPECTION DEPARTMENT  
DISCLOSURE STATEMENT

**F.S. 489.103 (7)** State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed \$75,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease.

If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

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Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**Time limitation of application:** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the day of filing, unless such application has been pursued in good faith or a permit has been issued.; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

**Conditions of the Permit:** Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. Work shall be considered to be in active progress when the permit has received an **approved** inspection within 180 days.

**OWNERS AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

\_\_\_\_\_  
Owner / Agent Signature (Including Contractor)

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary as to Owner or Agent

\_\_\_\_\_  
Notary as to Contractor

My Commission Expires: \_\_\_\_\_

My Commission Expires \_\_\_\_\_